

23 October 1978

Classification Review Procedure

CRP 78-40

Procedure Regarding Top Secret Signature Record and Cover Sheet

The green "Top Secret Signature Record and Cover Sheet", attached to Top Secret Documents, has been found in several instances to contain substantive comments regarding the contents of the affixed Top Secret document. Under present procedure CRG forwards the green cover sheet to the CIA Top Secret Control Officer and a xerox copy of the green sheet to the Agency Records Center for administrative purposes.

In the future whenever substantive comments are found on the green sheet, an extra xerox copy of the green sheet will be made and affixed to the basic document at the time of review. This procedure does not apply to those Top Secret documents which retain their Top Secret classification.



Chief,
Classification Review Group

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